Adding a Single Student Enrollment

MDTP
A Tool For Teachers

Note: This tutorial assumes a class has already been created. For more information on creating a class, see the tutorial "**Adding Classes**".

1) Click on either **'Classes'** in the top menu, and then **'All Classes'** <u>or</u> the **'All Classes'** option on the dashboard to view all classes.

2) Click on the action button next to the class and select "**View**".

3) Click the "**+ Add New Enrollment**" button

4) Complete all fields, and then click "**Save."** The new enrollment will appear at the bottom of the list of "**Enrolled Students**"

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Classes ∨   Resources ∨

Add New Enrollment

Class Name

> OCTTEST2

First Name   Last Name

Email 1

Email 2

Email 3

Student ID

Save   Cancel

5) To allow a newly enrolled student to take an existing assigned test, reopen the existing test using the action button next to the assigned test and select **"Proctor Exam"** or "**Generate New Code**". Provide the new five-digit code to the new enrollee.

Note: The enrollment will need to be added before the test is reopened for the system to allow the newly enrolled student to take the test.

DO NOT assign a new test in the class if you would like the newly enrolled student's test data to be included with the existing class test data.

A newly assigned test will create a separate report for the test assigned and will only include the newly enrolled student test data.

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⟨Ⓡ⟩ Hi test test guy ∨

Classes ∨   Resources ∨

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Dashboard / Classes / Assignments

Assignments (4)

Filter by: Select Test ∨   Select Terms ∨   ▽ Filter   Reset Filter   + Add New Assignment

		SCHOOL NAME	INSTRUCTOR	CLASS NAME	PERIOD	TEST TITLE	START DATE	CODE	ACTIVE	CODE EXPIRES	
☐	1	Harmonia 2	test guy, test	28OCT6	1	Precalculus Readiness Test (PR45A22)	07/29/2023	3P3PS	No	Jul 13, 2023, 12:00:00 AM	✎ ∨
☐	2	Harmonia 2	test guy, test	TESTOCT	1	Geometry Readiness Test (GR45A19)	07/13/2023		No		✎ ∨
☐	3	Harmonia 2	test guy, test	OCTTEST2	2	Second Year Algebra Readiness Test (SR45A19)	07/13/2023	RVZQE	No	Jul 13, 2023, 12:00:00 AM	✎ ∨
☐	4	Harmonia 2	test guy, test	29OCT1Wait	1	High School Readiness Test (HS45A15)	11/22/2022	7Z7AX	No	Nov 22, 2022, 5:30	✎ ∨

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👁 View
Report
Generate New Code
Preview Exam
🗑 Delete